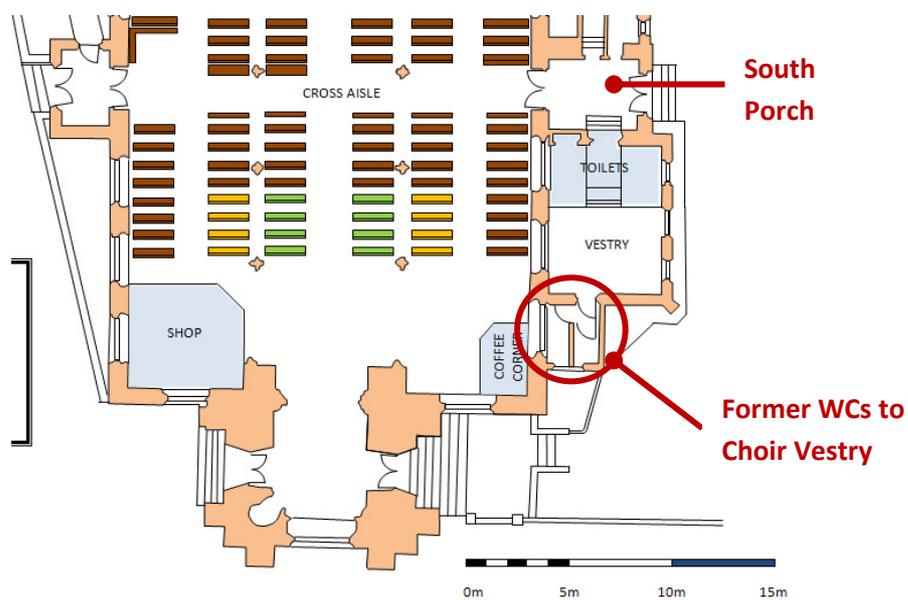


**Background & Context**

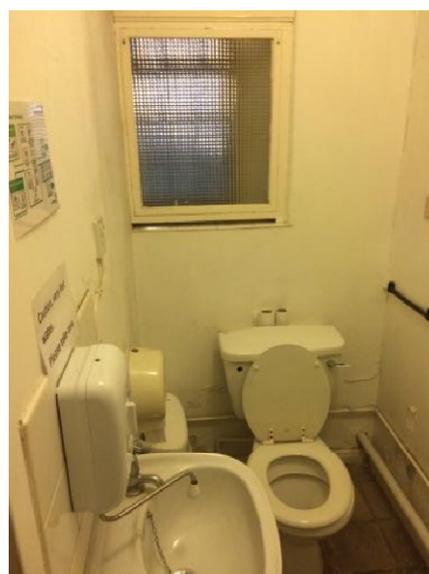
New WC Facilities were designed and installed in the original choir vestry in 2015/16. The existing WCs adjoining the south end of the vestry have become less used, if not completely redundant, with the left-hand WC being used as an informal store. The choir vestry is now a smaller room and serves a number of uses including choir vestry, practice room (with upright piano), choir music store, meeting room and miscellaneous store. There is a long term aspiration to make better use of the room by rationalising the contents of this room. The unused WCs have been identified as a suitable location to provide a kitchenette and store room. One of the key drivers is to provide tea and coffee making facilities for staff to avoid them needing to use the Coffee Corner facilities in the church.



**Key Plan**



**LH Cubicle (used as store)**



**RH Cubicle working but not used**



**Existing worktop, fridge and microwave arrangement in former vestry**

### **Needs and Opportunities**

The following user **needs** are identified:-

1. Provision of Tea and Coffee making facilities for staff; this avoids the need to use the facilities provided in the Coffee Corner in the main church.
2. Provision of means to boil water for drinks.
3. Provision of washing up facilities comprising a sink with hot and cold water and a drainer, complete with drainage connection to main drains.
4. Provision of space and electrical 13A socket for a standard-sized under-counter fridge for milk, and if space permits, staff lunch boxes etc.
5. Provision of space and electrical 13A socket for a standard microwave oven for heating/re-heating staff food.
6. Provision of shelving or cupboards for storage of mugs, tea, coffee, sugar, biscuits and cake.
7. Provision of cleaners store for vacuum cleaners, cleaning materials, cloths etc.
8. Provision of new decorations and lighting

The following **opportunities** arise:-

1. Redevelopment of both WCs allows more space for a better facility; for example standard it is initially thought that the right-hand WC only is too small/too congested a room to fit fridge, and sink with drainer in the same unit and microwave oven on a side unit and there would be limited storage).
2. Redevelopment of both WCs allows provision of other shelving to allow storage of various “loose” items located in the choir vestry, thus enlarging the space to give the flexibility as a multi-functional room.

### **Stakeholders**

The following stakeholders are identified:-

- |                  |                   |
|------------------|-------------------|
| 1. Staff Team    | c/o Churchwardens |
| 2. Church Office | Debbie Marsh      |
| 3. Caretaker     | Phil Harley       |

## **Minster Church of St Andrews, Plymouth**

Kitchenette in Redundant WCs to Choir Vestry

Version 5, 29.1.20

- |                   |                                |
|-------------------|--------------------------------|
| 4. Choir          | Jonathan Hurdle                |
| 5. Welcomers      | c/o Churchwardens              |
| 6. Holy Dusters   | Rosemary Boundy                |
| 7. Church Wardens | Mac Forsyth & Malcolm Prideaux |
| 8. PCC            | via Jeremy Clark               |
| 9. PMC            | Chris Prior                    |
| 10. Minster Maids | Joan Melville                  |

### **Budget**

To be determined; depending on the solution. Conservative estimate £3 to £4K at commercial rates. Opportunities to reduce this (some materials obtainable at cost, some labour could be undertaken by volunteers).

### **Way Forward**

The following plan is proposed:-

- |       |  |            |
|-------|--|------------|
| I.    | PMC Start                                | (Nov 2020) |
| II.   | Agree Needs and Opportunities with users | (Jan 2020) |
| III.  | Finalise concept sketches                | (Jan 2020) |
| IV.   | Obtain approximate budget                | (Feb 2020) |
| V.    | Apply for Faculty                        | (tbd)      |
| VI.   | Complete specification                   | (tbd)      |
| VII.  | Tender                                   | (tbd)      |
| VIII. | Contract                                 | (tbd)      |
| IX.   | Construct                                | (tbd)      |
| X.    | Commission/Set to Work                   | (tbd)      |
| XI.   | Handover                                 | (tbd)      |

### **Means of Carrying Out Work**

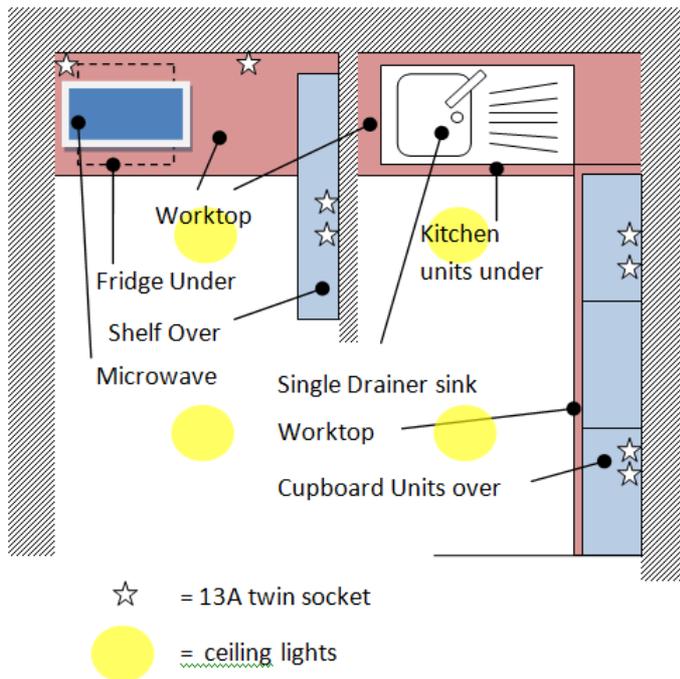
1. A Faculty will be required.
2. Depending on the solution, this project could be undertaken either by a competent contractor, or DIY with an electrician to strip out/isolate and connect new equipment.

### **Health & Safety Aspects**

In use – safe place to prepare tea/coffee/snacks; electrical safety, floor finish to be suitable i.e. not slippery if wet; items must be able to be stored safely without falling out/onto people.

During Construction – check for asbestos boards/wall/ceiling coverings, electrical safety – use a qualified electrician.

**Concept Sketch**



**Outline Specification**

1. Provision of Tea and Coffee making facilities for staff.
2. Provision of means to boil water for drinks.
3. Provision of washing up facilities comprising a sink with hot and cold water and a drainer, complete with drainage connection to main drains.
4. Provision of space and electrical 13A sockets for a standard-sized under-counter fridge for milk, and if space permits, staff lunch boxes etc.
5. Provision of space and electrical 13A sockets for a standard microwave oven for heating/re-heating staff food.
6. Provision of shelving or cupboards for storage of mugs, tea, coffee, sugar, biscuits and cake.
7. Provision of cleaners store for vacuum cleaners, cleaning materials, cloths etc.
8. Provision of new decorations and lighting